

UNITED STATES DISTRICT COURT

District of Nebraska

Position Announcement No. 06-01

Position: Administrative Assistant
Full Time - Temporary - Not To Exceed One Year and One Day
Location: Omaha, Nebraska
Closing Date: Friday, February 17, 2006
Starting Salary Range: \$28,095 - \$45,648* (CL 23)
Salary Maximum: \$45,648

*Salary commensurate with experience and qualifications.

Position Overview:

The United States District Court for the District of Nebraska is seeking a full-time temporary Administrative Assistant.

The person holding this position will perform a variety of administrative services primarily for the staff of the Office of the Clerk, but may perform services for Probation and Pretrial Services staff as directed. The incumbent enters new and old criminal cases into Criminal/Civil Accounting Module (CCAM); assists in mapping of Joint and Several cases, and then enters the cases into CCAM; assists in writing procedures for CCAM; assists in updating the Internal Control Manual (ICM) for CCAM; assists in training Probation staff in the use of CCAM; assists with help desk calls from cashiers and other staff; assists in reporting criminal debt to the U.S. Attorney's Office and performs other duties which may be assigned. Work is normally performed in an office setting. (Please see the attached position description for a list of representative duties.)

Qualifications:

Prospective candidates should possess one year of computer experience, routine keyboard skills, and knowledge of specialized terminology, database systems, and software applications. Candidates should also have a demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations. Legal or court experience and college education are helpful, but not required.

Application Process:

Qualified applicants should submit a letter of application, resume, and application form AO78 (available on the court's Web site, <http://www.ned.uscourts.gov/hire/hire.html>), all preferably in PDF format, to the e-mail address of: USDCHR@ned.uscourts.gov.

If you are unable to submit your letter of application, resume, and application form AO78 in PDF format, we will accept it in paper format at the following address:

Human Resources Department
United States District Court
Position Announcement 06-01
111 South 18th Plaza, Suite 1152
Omaha, NE 68102-1312

In addition, the court requests that qualified applicants complete and send a self identification form (available on the court's Web site, <http://www.ned.uscourts.gov/hire/hire.html>) to:

Human Resources Department
United States Bankruptcy Court
Position Announcement 06-01
111 South 18th Plaza, Suite 1125
Omaha, NE 68102-1312

This information will aid the federal judiciary in planning and monitoring fair employment practices programs. Furnishing the information is voluntary, and the information will not be provided to decision-makers who will be evaluating your application. Failure to complete the self identification form will have no effect on your application for employment.

Applicants may also e-mail the self identification form to eeocsurvey@neb.uscourts.gov

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. The court requires employees to adhere to a Code of Conduct, which is available upon request. Employees of the United States District Court are not included in the Government's Civil Service classification but are under an excepted appointment and therefore serve at will. Applicants must be U.S. citizens or eligible to work in the United States. The U.S. District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice. Applications received beyond the closing date will not be considered.

Benefits:

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan, federal health insurance program, group life insurance, and group long-term disability insurance. This position is subject to a mandatory Electronic Funds Transfer for payment of net pay.

(Last updated: 02/02/2006)

ADMINISTRATIVE ASSISTANT (CCAM)

CL 23

This position is located in the shared administrative services office of the United States District Court for the District of Nebraska. The incumbent performs a variety of administrative services primarily for the staff of the Office of the Clerk, but may perform services for Probation and Pretrial Services staff as directed.

Representative Duties

Enters new and old criminal cases into Criminal/Civil Accounting Module (CCAM).

Assists in mapping of joint and several cases.

Assists in writing procedures for CCAM.

Assists in updating the Internal Control Manual (ICM) for CCAM.

Assists in training Probation staff in the use of CCAM.

Assists with help desk calls from cashiers and other staff.

Assists in reporting criminal debt to the U.S. Attorney's Office.

Performs other duties which may be assigned.

Factor 1, Job Requirements: Measures the nature and extent of knowledge, skills, and abilities needed to perform the duties of the position, e.g., "thorough knowledge of applicable procedural rules" or "the ability to use keyboard equipment."

Knowledge:

General knowledge and understanding of court rules, policies, and procedures. Knowledge of documents required and used within the court unit, the sequence of their use, their content, and the rules of acceptability. Detailed knowledge of the court unit's filing system and operation of the copying and records equipment.

Skills:

Thorough knowledge of, and skill in utilizing office equipment and applications, primarily accounting software. Skill in attention to detail and accuracy and maintaining records for court use.

Abilities:

Ability to exercise mature judgment. Ability to function in a professional environment and comply with office procedures. Ability to maintain confidentiality and interact tactfully with a wide variety of persons.

Factor 2, Scope and Effect of Work: Measures the impact of the job as it relates to defined goals

and the extent to which it facilitates the work of others. Scope and effect is the relationship among the nature of the work, the responsibility inherent in the work, and the impact of work products or services, e.g., “the work is an integral part of case processing and impacts most of the functions in the Clerk’s office.”

Proper records management has a strong impact on the operations of the entire court. Proper and accurate recordings of information as required and directed for use of those inside and outside the court.

Factor 3, Complexity: Measures the work in terms of its intricacy and difficulty, the level of judgment, originality, initiative, and variety of duties. It also measures the magnitude, types, and frequency of problems, e.g., “the work requires that each record entry be reviewed and analyzed and the various processes depend on the several types of cases handled.”

Some aspects of the incumbent’s work are standard. Other aspects of the work present challenges in handling a variety of persons and problems.

Factor 4, Work Parameters: Measures the latitude and responsibility of an employee to exercise discretion in performing assigned functions within the context of formal policies, guidelines, and direct supervision, e.g., “a supervisor is readily available and a handbook describes the proper action to take to resolve most problems.”

The supervisor is readily available for questions and functional procedures are established for most of the work. There is some discretion as to what work to perform or how the work is done.

Factor 5, Personal Interactions: Measures the nature and level of employee contacts with others considering the purpose and frequency of the contacts, e.g., “employee regularly contacts staff inside and outside the judiciary unit to obtain and give information regarding a particular case.”

The incumbent has daily contacts with court personnel, attorneys (both inside and outside of the federal government), and the general public for the purposes of exchanging information and providing information. There is daily contact with others in the courts to provide and receive files.

Factor 6, Environmental Demands: Measures physical demands, risks, working conditions, or other unusual requirements or conditions that are significant and inherent in the job.

Work is usually performed in an office setting. Some lifting is required.

(Last updated: 01/17/2006)